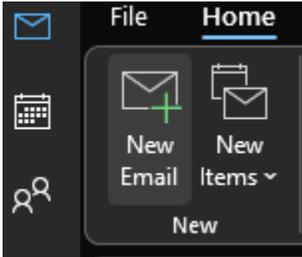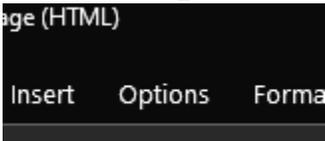# SENDING A CONFIDENTIAL/ENCRYPTED EMAIL
IT Tips & Tricks

1. Start a new email using the "New Email" button in Outlook.

2. Select "Options" near the top of the new email window.

3. Click the dropdown arrow below "Encrypt" and then select "Encrypt-Only" (alternatively, you can click the lock instead of the dropdown arrow and it will select "Encrypt-Only" by default). From here you can enter recipients' emails, compose your message, and send away!